MPCP, RPCP and WPCP
Requirement Reminders and Other Information
April 2017 to June 2017

The Department of Public Instruction (DPI) is providing this information regarding upcoming requirements reminders and other information to Milwaukee Parental Choice Program (MPCP), Racine Parental Choice Program (RPCP) and Wisconsin Parental Choice Program (WPCP) (collectively Choice) schools. Please also review the 2016-17 School Important Dates for other upcoming requirements.

DPI has already received some of the reports listed below from some schools. Please <u>do not request confirmation</u> of receipt if the school has already submitted the reports.

Contents

In order to be eligible to receive state aid payments under the Choice program, schools must meet certain program requirements, including the timely submission of all program reports and audits.

Please contact DPI at privateschoolchoice@dpi.wi.gov or 1-888-245-2732 ext. 3 if you have questions.

Reminders

1. MPCP & RPCP Schools - Application Verification

Schools must determine if all MPCP and RPCP applications are eligible the earlier of the following: within 60 days of when the school receives the application, prior to the next application period, prior to completing a random drawing, if applicable, or prior to the next count date.

Schools must verify MPCP and RPCP applications in the Online Application System (OAS) and notify parents in writing, via letter or email, of acceptance or nonacceptance within 60 days of receiving the application.

MPCP and RPCP applications that are not verified in the OAS within 60 days of the end of an application period will expire. **These applications will have a status of "Expired after 60 Days" in OAS and will be ineligible for a voucher.** Parents of these students would need to re-apply in a future application period. If the school does not have any remaining open application periods for the applicable Choice program, the students will not be able to attend the school as a Choice student.

Please see the table below for the last day to verify applications for each application period.

Application Period	Start	End	Last Day to Verify
Feb	2/1/2017	2/20/2017	4/21/2017
Mar	3/1/2017	3/20/2017	5/19/2017
Apr	4/1/2017	4/20/2017	6/19/2017
May	5/1/2017	5/22/2017	7/21/2017
Jun	6/1/2017	6/20/2017	8/19/2017
Jul	7/1/2017	7/20/2017	9/14/2017
Aug	8/1/2017	8/21/2017	9/14/2017
Sep	9/1/2017	9/14/2017	9/14/2017
Oct	10/1/2017	10/20/2017	12/19/2017
Nov	11/1/2017	11/20/2017	1/19/2018
Dec	12/1/2017	1/8/2018	2/1/2018

Note: (1) Schools must verify and submit applications in OAS prior to count reports for an application to be counted and eligible for payment.
(2) Oct, Nov and Dec Application Periods are only for the MPCP.

Schools can find applications that have not been verified in OAS as follows:
- Click "App Summary" located on the left side menu bar.
- Place a check next to "Not Yet Verified" located at the top of the screen.
- Filter the "Enroll Pd:" drop down located at the top of the screen by open application period month name.
- Applications that have not been verified by the school for the selected open application period will be displayed. If the message "No records found" displays, the school has verified all applications for the open application period.

Helpful Resources:
- Training Module 8: Student Applications & Eligibility at Choice programs - On Demand Training
- Application Verification FAQ at https://dpi.wi.gov/sms/choice-programs/student-applications-processing

2. WPCP Schools - Application Process – by April 20, May 1 & 5, June 1

i. WPCP Application Deadline - April 20

State law permits WPCP parents to apply using the Online Parent Application between February 1 and April 20, 2017.

ii. WPCP Application Verification – by May 1

WPCP applications must be verified in OAS by May 1, 2017.

Schools can find applications that have not been verified in OAS as follows:
- Click "App Summary" located on the left side menu bar.
- Place a check next to "Not Yet Verified" located at the top of the screen.
- Applications that have not been verified by the school will be displayed. If the message "No records found" displays, the school has verified all applications.

For applications where the parent elects to use the DOR Income Determination method, the DOR check should be completed prior to April 20, 2017. Schools may complete the DOR Income Determination check through May 1; however, if DOR does not have records for the parent, the application must be determined ineligible if it is after April 20th. The parent cannot change their selection to the DPI method or provide additional documentation after April 20, 2017. If the DOR has records, the school may move forward with completing the verification process using DOR.

Helpful Resources:
- Training Module 8: Student Applications & Eligibility at Choice programs - On Demand Training
- Training Module 10: WPCP Application Process at Choice programs - On Demand Training
- Application Verification FAQ at https://dpi.wi.gov/sms/choice-programs/student-applications-processing

iii. Final WPCP Seats Report – by May 5

WPCP schools may revise the number of WPCP seats available for the 2017-18 school year beginning May 2 through May 5, 2017. School administrators and designees may log-in to OAS and select "Final WPCP Seats" to update the number of WPCP seats available by grade. The school's Choice administrator must submit the report.

Schools may increase the number of seats available on the Final WPCP Seats Report for a grade(s). Please make sure the numbers take into account any returning WPCP students. If the school indicates fewer spaces available in a grade than the number of returning WPCP students, some returning students will not receive a seat and will be placed on the WPCP waiting list.

If the school chooses not to increase any WPCP seats, the school must still submit the report with no changes.

iv. Notify Ineligible WPCP Students – by June 1

WPCP Schools with applications that have been determined ineligible through the application verification process must contact, in writing, the parent/guardian of each WPCP applicant, and notify them that their application is ineligible and will not be included in the random drawing.

Once the school completes the verification, the eligible WPCP applications will have a status of Verified in OAS, and these applications will be included in the random drawing. Ineligible WPCP applications will have a status of Parent No Show, Ineligible per DOR, or Ineligible in Both Semesters and will not be included in the random drawing.

This written notification that the application is ineligible and will not be included in the random drawing should be sent to the parent via mail or email after April 21, 2017 but no later than June 1, 2017.

v.   *WPCP Random Selection – Summer 2017*

DPI will use the WPCP seat numbers submitted in OAS on the Final WPCP Seats Report to complete the random selection process for all schools. Please remember for the 2017-18 school year, no more than 2% of students residing in a school district may participate in the WPCP. Under current law, that percentage increases each year after 2017-18 by 1% until it ends in the 2025-26 school year. Returning WPCP students are not affected by the 2% limit; however, if schools indicate fewer spaces available in a grade than the number of returning WPCP students that will result in some returning students not receiving a seat and being placed on the WPCP waiting list.

After DPI receives all schools' revised number of seats available, the department will work to complete the random selection for all WPCP schools during the summer. DPI will be closely monitoring the state biennial budget to see if any changes made affect this process.

- If a school has fewer applications than seats available and is not affected by the 2% student limit, DPI will approve all applicants verified as eligible by the school to attend the school.
- If more students apply than available WPCP seats at the school and/or the school received applications from students affected by the 2% limit, DPI will randomly fill the available seats giving preference in the order of preference below:
    1. Students who attended the private school under the Choice program during the previous year and their siblings;
    2. Students who attended a different private school under a Choice program during the previous year and their siblings; and,
    3. Siblings of students who have been randomly accepted to attend the private school under the Choice program who did not attend a private school under a Choice program in the previous year,
- If there are students that will not receive a voucher due to the 2% limit or school's available Choice seats, the students will be placed on the WPCP waiting list.

DPI will notify parents of accepted students directly via email and notify schools via OAS of the students accepted at each school. School administrators and designees will receive an email when students at their school are accepted in the random drawing. Parents of students selected in this random drawing will be given a set time to indicate whether their child will attend the school. WPCP schools must notify DPI of the parent's response by completing the Intent to Attend Report in OAS which is located on the left menu bar under Applications. Under the law, schools must notify DPI if a student declines his or her seat or leaves the school. If this occurs DPI is required to fill the seat with the next student on the waiting list, if possible.

Helpful Resources:
- Training Module 10: WPCP Application Process at [Choice programs - On Demand Training](#)

3. Choice Summer School Course List Report – by May 1

Choice schools considering seeking a Choice state aid payment for eligible summer school instruction during the summer of 2017 must submit the Summer School Course List Report in OAS by May 1, 2017. Schools that participate in multiple Choice programs (MPCP, RPCP and/or WPCP), must submit a report for each Choice program in OAS even if the school does not anticipate students from a particular program participating in summer school.

Choice administrators of schools that intend to offer a Choice summer school program during the summer of 2017, who have not previously indicated this intent to DPI, should do the following:

1. Review the Summer School Bulletin to understand the Choice summer school program requirements.

2. Email privateschoolchoice@dpi.wi.gov indicating the school intends to offer a Choice summer school program as soon as possible. DPI will complete the school setup required in the OAS for the school to offer a Choice summer school program and notify the school via email when the setup is complete.

3. Complete and submit the Summer School Course List Report in OAS by May 1, 2017.

If the school does not intend to offer a Choice summer school program during the summer of 2017, no action is required.

4. Hours of Instruction – by May 1 (2017-18 school year) and May 15 (2016-17 school year revisions)

2017-18 Hours of Instruction: Choice schools must submit to DPI their hours of instruction for the 2017-18 school year by May 1, 2017, if not already submitted.

2016-17 Hours of Instruction: Choice schools with revisions to the school's 2016-17 Hours of Instruction, must provide a revised report to the DPI by May 15, if not already submitted. Schools must submit a revised report for the 2016-17 school year if there were schedule changes, such as "snow days." If the school is no longer providing the minimum hours of instruction for the 2016-17 school year, the school must add additional hours or days before the end of the 2016-17 school year.

The Hours of Instruction Report is available at https://dpi.wi.gov/sms/choice-programs/school-reports. Signed reports should be scanned and emailed to privateschoolchoice@dpi.wi.gov.

Helpful Resources:
• Training Module 3: Reporting Hours of Instruction at Choice programs - On Demand Training

5. May Choice Payments

Choice schools can see the payments by student in OAS by clicking on "Payments" on the left OAS menu bar.

Choice schools will also be able to see payments in the Private School Aids Register. To access the register, click on "Private School Aids Register" located on the left menu bar of the Private School Choice Programs homepage (second from the bottom). Schools are prompted to enter the fiscal year, the school's legal entity name and agency number. Tip: Enter "2017" for fiscal year. Next, enter the school's legal entity name, click in the agency number box, and the agency number is automatically filled.

6. Assessments

March 20-May 5: FORWARD Exam Window

2016-17 Choice schools are required to administer the following standardized tests:
- Wisconsin Forward Exam for English Language Arts and Mathematics assessments in the spring of 2017 for grades 3-8.
- Wisconsin Forward Exam for Science in the spring of 2017 for grades 4 and 8.
- Wisconsin Forward Exam for Social Studies in the spring of 2017 for grades 4, 8 and 10.

April 24-May 26, 2017 ACT ASPIRE Window

2016-17 Choice schools are required to administer the ACT Aspire™ in spring of 2017 for 9th and 10th grade.

If you have questions regarding assessments, please email osamail@dpi.wi.gov or call 608-267-1069.

7. WISEdata – May 30

The Assessment Demographic Collection snapshot will occur on May 30, 2017 for 2016-17 Choice schools. The Assessment Demographic Snapshot will be used to capture student demographics at the close of the statewide assessment testing window. This snapshot will be combined with assessment results data and used by DPI to produce state report cards and for federal reporting purposes.

The following are key items 2016-17 Choice schools should review prior to May 30, 2017:
- Ensure that you have WISEids for all students who attended your school(s) during the 2016-17 school year who should be reported to WISEdata.
- Ensure that you have Ed-Fi Student School Association (SSA) records for all students who were enrolled at any point during the 2016-17 school year who should be reported to WISEdata.
- Install any recommended updates from your SIS vendor.
- Ensure Student Birth Date and Race/Ethnicity information is correct within the WISEid application.
- Delete Ed-Fi SSA records for students who have not received any services from your school(s) during the 2016-17 school year, often called no-shows.
- Update Forward and Aspire Assessment Portals with any potential WISEid number changes. Opt-in choice program schools must replace any temporary WISEids with actual WISEids for non-choice students in the Forward and Aspire Assessment Portals.
- Complete collection of Economic indicator alternative forms from students and ensure that your SIS is up to date and has the most recent Food Services Eligibility and Economic data.
- Check that your SIS is up to date/has the most recent Special Education data.
- Check that your SIS has the most recent ELL/ELP data in place.

If you have any questions, please complete a helpdesk ticket at http://dpi.wi.gov/wisedash/help/ticket.

8. January 2017 Enrollment Audits – by May 1 & June 30

RPCP and WPCP Schools:
- Schools that are participating in the RPCP or WPCP in the 2016-17 school year are required to submit the January Enrollment Audit for all of the Choice programs (MPCP, RPCP, and/or WPCP) they are participating in by **May 1, 2017**.
- If a RPCP or WPCP school also participates in the MPCP in the 2016-17 school year, the enrollment audit must include the MPCP students. For these schools, this is the last day to correct MPCP applications received

during an open application period after the 3rd Friday in September as permitted by Wisconsin Administrative Code PI 35.

- Schools are considered to be participating in a program if they identified the program on the Intent to Participate and did not withdraw from the program. Therefore, schools that are participating in RPCP or WPCP must submit the January Enrollment Audit for all programs they are participating in by May 1, 2017, even if the school does not have any RPCP or WPCP students.

MPCP Only Schools:
- Schools that are only participating in the MPCP in the 2016-17 school year are required to submit the January Enrollment Audit by **June 30, 2017**.

Please contact DPI if you have questions at DPIChoiceAuditReports@dpi.wi.gov.

9. Continuing Eligibility Report – by June 30

2016-17 schools must submit to DPI, using OAS, the Continuing Eligibility Report that provides evidence that the school has met at least one of the four standards in the 2016-17 school year for continuing eligibility for the program in 2017-18.

Schools access the report by clicking on "Report How Met" on the left menu bar under "Continuing Elig" in OAS.

Schools that participate in multiple Choice programs (MPCP, RPCP and/or WPCP), must submit a Continuing Eligibility Report for each Choice program that the school participates in.

Helpful Resources
- Continuing Eligibility Reporting Requirements bulletin at https://dpi.wi.gov/sms/choice-programs/school-reports
- Completing the Continuing Eligibility Report in OAS PowerPoint located at https://dpi.wi.gov/sms/choice-programs/school-reports. Please see page 3 of the bulletin for examples.

10. Continuing School 2017-18 Annual Budget – by June 30

Schools continuing in the Choice program are required to complete their annual budget for the 2017-18 school year by June 30, 2017. The school may either use DPI's 2017-18 Budget and Cash Flow Report, or prepare its own budget. If the school prepares its own budget, the budget must include the following:
1. Anticipated enrollments for all students enrolled in the school.
2. Anticipated enrollments for Choice program students.
3. Estimated total revenues and costs.
4. Estimated eligible education expenses and offsetting revenues for the Choice program.
5. A schedule of anticipated beginning and ending net assets.
6. Identification of the contingent funding sources the school will use should actual enrollments be less than expected.

The school's independent auditor will ensure that this requirement has been met for continuing schools as part of the Fiscal & Internal Control Practices Report. Continuing schools do not need to send the budget to the DPI, unless it is specifically requested.

Please contact DPI if you have questions at DPIChoiceAuditReports@dpi.wi.gov.

Other Information

11. On Demand Training

Training modules explaining the Choice program requirements are available at Choice programs - On Demand Training. This training webpage now includes a pdf of each training. The trainings on this webpage are available for Choice Administrators and designees to complete as refreshers on the Choice program requirements.

Completion of these trainings through this webpage will not meet the new Choice administrator or new designee training requirements. Please see the training overview page for information on how to obtain access to the required trainings if you are a new Choice administrator or designee.

12. New OAS Export Fields

i. *Choice Pupil Prior Year*

DPI has added a new field called "Choice Pupil Prior Year" to the OAS Export to Excel function to assist schools in identifying students who attended a private school under a Choice program during the previous year. MPCP and RPCP schools may consider using this information when performing a random draw.

The new field "Choice Pupil Prior Year" is available in the OAS Export to Excel function under "App - Miscellaneous" and will contain the following results:
- "Counted Same School" if the student was counted in the prior school year on either the 3rd Friday September or the 2nd Friday January Count Report at the same Choice school.
- "Counted Different School" if the student was counted in the prior school year on either the 3rd Friday September or the 2nd Friday January Count Report at a different Choice school.
- "Not counted" if the student was not counted in the prior school year on either the 3rd Friday September or the 2nd Friday January Count Report at a Choice school.

ii. *Prior Year School per Parent*

DPI has also added a new field called "Prior Year School per Parent" to the OAS Export to Excel function to assist schools in identifying the school the student attended in the prior school year. This field is the school reported by the parent in the Online Parent Application and is not validated. Schools may consider using this information to determine which school to contact to request school records.

The new field "Prior Year School per Parent" is available in the OAS Export to Excel function under "App - Miscellaneous" and will contain the following results:

School Category	Sample Field
Public school in a Wisconsin school district	Appleton Area: ABC Elementary School Charter School: XYZ School
Private school in Wisconsin	Private School: ABC Private School
Home-based education	Homeschooled
Not enrolled in school during the entire school year	Not in school
School in another state	Out of State school